



Michigan Department of Education Office of Financial Management & Administrative Services

Grants Cash Management and Reporting System DS-4492 & DS-4044

Steps to Assign “Read Only” or “Enter/Edit” Security To Others in Your Organization

Step 1: Obtaining Read Only or Enter/Edit Security

The person wishing to be assigned “Read Only” or “Enter/Edit” security must first obtain a MEIS account and login identification. To obtain a MEIS account number and login identification, the individual requesting security must access the Internet URL <http://www.meis.mde.state.mi.us>. Once at the MEIS address, click on the USER MANAGEMENT link and follow the instructions to **create an account**. The user should report his/her MEIS account number to the Level 3 secured individual within the organization.

Step 2: Assigning “Read Only” or “Enter/Edit” Security

The individual with the Level 3 Security must:

- A. Access the MEIS home page at <http://www.meis.mde.state.mi.us>
- B. Scroll through the MEIS applications and click on the Grants Cash Management and Reporting System link. The grants sign-on page will appear.
- C. Enter the Level 3 user’s login identification number and password. Click on the **Login** box. The user will be transferred to the Main Menu – DS4492 and DS-4044 screen.
- D. Scroll through all the options and click on **Grants User Access Management**.
- E. Click on **Add A New Account**. A screen entitled **Grants Accounts – Add Access** will appear.
- F. Click in the **Blank** box to the left of the **Lookup Account** box to position the cursor. Input the MEIS account number for the person requesting security (example: A1001234). Click on **Proceed to Step 2**.
- G. The **Grants Access – Step 2** screen should be visible, listing the MEIS account number, name, city, state, and recipient code for the individual requesting security. At the Access Level click on the down arrow and select either **Read Only** or **Enter/Edit**. Click on **Proceed Verify**.
- H. The **Grants Access – Verify** screen will appear. Verify that the information for the new user is correct. Click **Add Grants Access** if the information is correct. If incorrect, click **Start Over**.



Grants Cash Management and Reporting System Assigning Security Rights Page 2

- I. Once the **Add Grants Access** button is clicked, the screen will change to an alphabetic listing of all individuals that have security for the organization. If this addition to grants security is in error, the access may be removed by clicking on the word **REMOVE** on the right-hand side of the screen.

Step 3: Individuals Leaving The Organization

All level 3 security individuals must be removed by MDE staff. This is accomplished when a new Grants Cash Management and Report System Security Access form is received authorizing a new level 3 designee.

Employees with level 1 and 2 security can be removed by the organization's level 3 security individual. Use the following procedures to remove level 1 and 2 security.

- A. Access the MEIS home page at <http://www.meis.mde.state.mi.us>
- B. Scroll through the MEIS applications and click on the Grants Cash Management and Reporting System link. The grant sign-on page will appear.
- C. Enter the Level 3 user's login identification number and password. Click on the **Login** box. The user will be transferred to the Main Menu – DS4492 and DS-4044 screen.
- D. Scroll through all the options and click on **Grants User Access Management**.
- E. Click on **Display Accounts**. A screen entitled **Grants Accounts** will appear.
- F. Find the individual whose security needs to be removed. Next to their **Access Level** is the word **REMOVE**.
- G. Click on **REMOVE**. Access has been deleted from the *Grants Cash Management and Reporting System* and their name no longer appears.

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